

MEMORANDUM TO: Chief, General Services Office  
 FROM : Chief, Printing & Reproduction  
 SUBJECT : Monthly Progress Report

4 February 1953

1. Problems: personnel.  
 2. Volume: total jobs received: 2,755 total jobs delivered: 2,648.  
 3. Breakdown of completed work for the month of January 1953:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		LETTERPRESS		MIMEOGRAPH		ADDRESSOGRAPH		DITTO		BINDERY
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Imps.	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.	Jobs
Director	2	24			1	6			1	4,000			1	280					1
ONE											5	8,580	1	6,525					
OSI	11	1,387	1	4	3	2,562	1	51	16	35,510							3	16,800	2
ORR	153	7,773	2	402	114	35,631	6	433	45	400,209	4	5,059	16	45,210			4	7,120	1
OTC													15	6,725					
OCI	1	112							3	1,550					2	1,500			
OCD	94	11,268			406	37,748	128	74,630	744	1,407,276	4	2,160			9	2,550	36	63,202	10
OO	20	2,075			18	5,476	19	3,670	25	82,012	1	3,000	60	4,444,524	20	20,035			1
DD/P	56	6,343	3	246	78	86,994	20	2,731	43	179,935	4	75,865		150			18	11,990	1
COMMO	2	556	2	177	2	149	1		12	78,045			1	2,175					
GSO	6	144	3	50	4	9	38	2,752	18	672,523	2	14,000					1	567	1
Comptroller	2	242					2		24	49,822			15	59,045					
Gen. Counsel	2	260																	
Personnel	92	27,123							17	74,100	1	1,000	4	10,650			2	450	
Procurement	11	1,430							29	643,785	1	20,000	11	1,485					
Medical	1	82							2	4,600			1	40					
I&S			1	224	16	9,080		3											
Training	10	2,829	1	55	12	775		15	17	124,550	1	16,000	25	55,530					2
NSC											3	385	1	4,520					1
TOTALS	463	61,648	13	1,158	654	178,430	215	84,285	996	3,757,917	26	146,049	151	4,636,859	31	24,085	64	100,129	31
BACKLOG	18	2,639			307	55,764	139	15,612	102	454,600	16	1,076,000	5	31,809			5	18,815	54

MOTION PICTURE LAB PRODUCTION: 2 jobs 8,910 printed.  
 BACKLOG : 3 jobs 46,400

2 jobs processed at

25X1A5a1

GPO Production: Letterpress: 1,769,500

Offset: 490,151

Backlog in GPO: 89 NIS sections.

25X1A9a

Sanitized - Approved For Release : CIA-RDP54-00177A000200090015-7  
 This report is for future volume  
 Printing & Reproduction 3-2 Reports Monthly

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~~Security Information~~

4 February 1953

## PRINTING AND REPRODUCTION DIVISION

Production Comparison - January 1952 to January 1953

	<u>January 1952</u>	<u>January 1953</u>
Total Jobs Received	3,246	2,755
Total Jobs Delivered	3,016	2,648
Photostat	88,373	61,648
Ozalid	1,194	1,158
Photograph	113,221	178,430
Total Prints	202,788	241,236
Microfilm Feet	74,987	84,285
Offset	2,945,431	3,757,917
Letter Press	31,155	146,049
Mimeograph	4,201,339	4,636,859
Addressograph	72,055	24,085
Ditto	96,253	100,129
Total Impressions	7,346,233	8,565,039

GPO Production - South Building

Letter Press	283,100	1,769,500
Offset	104,350	490,151
Total Impressions	387,450	2,259,651

For previous reports, see "Monthly Reports  
on Statistical Information - Admin. Service"

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